

CHICAGO METROPOLITAN AGENCY FOR PLANNING
233 South Wacker Drive
Suite 800, Sears Tower
Chicago, IL 60606

REQUEST FOR INFORMATION

In accordance with the provisions set forth in the *Freedom of Information Act*, the Chicago Metropolitan Agency for Planning shall make available to the public for inspection, copying, certification and mailing (if requested) all of its records except those deemed exempt under Section 7 of the *Freedom of Information Act* (Public Act 83-1013).

Date of Request _____

Person Making Request (include title) _____

Company/Organization _____

Mailing Address _____

Telephone Number (Business Hours) _____

Email _____

INFORMATION REQUESTED:

(Please note: Be explicit in your description of the information requested. Failure on CMAP's part to understand your request could result in a delayed response.)

IMPORTANT – MUST BE COMPLETED BEFORE SUBMISSION

The information requested should be:

☐ Held for pick up – please contact when available.

☐ Mailed out with the understanding that I will be responsible for the payment of postage costs.

☐ Other (please describe) _____

Certificate of Authenticity requested: Yes ☐
No ☐

In submitting this request, it is understood that information requested under the *Freedom of Information Act* "is not intended to be used to violate individual privacy, nor for the purpose of furthering a commercial enterprise (or) when disclosure (of certain records) could reasonably be expected to produce private gain or public loss."

Your signature